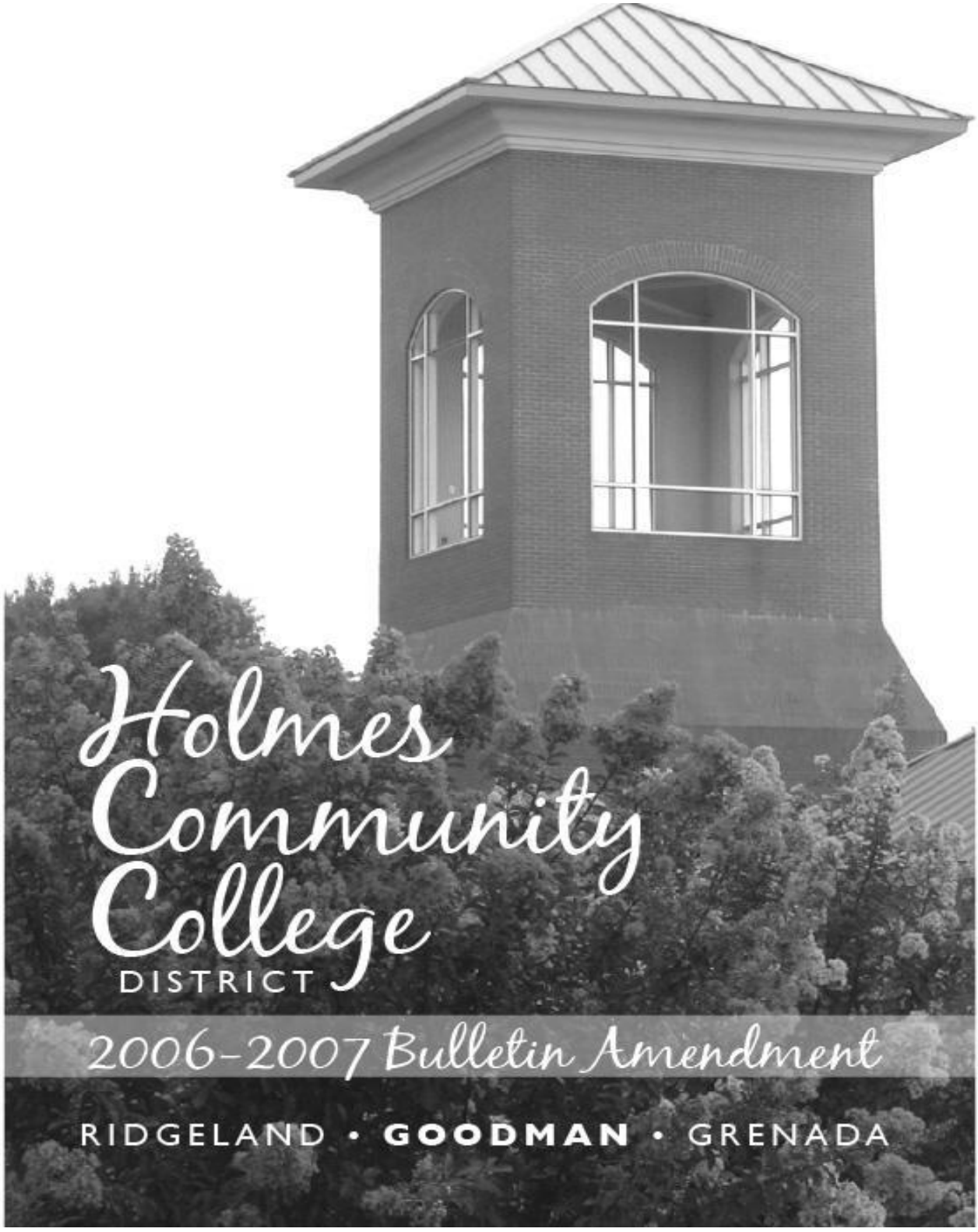

AMENDMENT I

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Ridgeland	Goodman	Grenada
(601) 856-5400	(662) 472-2312	(662) 226-0830

Page 43 - The Placement Table has been changed as follows:

PLACEMENT USING THE ACT/COMPASS/ PLACEMENT TEST ENGLISH, READING, STUDY SKILLS, & MATHEMATICS

Course Recommendation	**ACT English Sub-Score**	**COMPASS English Sub-Score**	***In-House English Placement Test Score***
ENG 1103 – Dev. English I	**1 – 13**	**0 – 29**	**1 – 15**
ENG 1203 – Dev. English II	**14 – 17**	**30 – 64**	**16 – 24**
ENG 1113 – English Comp. I	**18 - 36**	**65 – 99**	**25 – 50**
Course Recommendation	**ACT Reading Sub-Score**	**COMPASS Reading Sub-Score**	***In-House Reading Placement Test Score***
REA 1103 – Dev. Reading I	**1 – 11**	**0 – 47**	**4.1 – 5.9**
REA 1203 – Dev. Reading II	**12 – 14**	**48 – 66**	**6.0 – 8.9**
Course Recommendation	**ACT Composite Score**	**COMPASS Scores**	***In-House Reading Placement Test Score***
		Eng. Reading Pre Alg. Algebra	
EDU 1223 – Human Development	**1 – 15**	**0-64 0-66 0-99 0-24**	
This course is a *mandatory* course if the student placed in *two or more developmental level courses – 1103 or 1203*.)		**If student tests in any two of the three areas, this course is required.**	
		COMPASS Reading Sub-Score	
EDU 1413 – Imp. of Study	**16 – 36**	**67 – 76**	**9.0 – 11.0**
EDU 1423 – College Study Skills	**16 – 36**	**67 – 76**	**9.0 – 11.0**
Course Recommendation	**ACT Math Sub-Score**	**COMPASS Math Sub-Score**	***In-House Math Placement Test Score***
		Pre-Alg. Algebra College Alg.	
MAT 1103 – Dev. Math	**1 – 13**	**0 – 20**	**1 – 14**
MAT 1203 – Beg. Algebra	**14 – 16**	**21 – 99 0 – 24**	**15 – 22**
MAT 1233 – Int. Algebra	**17 – 19**	**25 – 39**	**23 – 27**
MAT 1313 - College Algebra	**20 – 36**	**40 – 99 0 – 50**	**28 – 40**
Higher than MAT 1313	**23 – 36**	**51 – 99**	**28 – 40**

A student may challenge the ACT Placement by taking the COMPASS English, Reading, or Mathematics Placement Test to determine the courses to be taken. NOTE: Signing a waiver (*allowable only after placement testing*) allows the student to move up *only one course level* and it does *not* change the prerequisite or co-requisite requirement for *any other course*. A grade of "C" must be earned in any developmental course in order to move to the next level.

Vice President for Academic Programs June 12, 2006 for Fall 2006

Page 39 - The Test Scores Table has been changed as follows :

	Before Oct. 28, 1989	After Oct. 28, 1989
EMT-Paramedic	12	16
Computer Technology	12	16
Associate Degree Nursing	15	18
Dean's Scholarship	18	20
President's Scholarship	23	24
Board of Trustees' Scholarship	27	28

Page 48 - The following paragraph has been added to the Absence Policy:

EMT-Paramedic will allow a separate number of absences for each class. Absences must not exceed 1/8 of the total number of contact hours for the class. Any absence over that number will result in the student being withdrawn from the class and removed from the program.

Page 50 - The following statement has been added to the Honesty Policy :

Holmes Community College defines "plagiarism" as the act of submitting the work of another or others as if it were one's own. This includes both published and unpublished materials, both copyrighted and uncopyrighted works, written assignments composed by another or others contracted to perform such work, and materials obtained from the Internet. Proper credit must be given for any use of another's work, in keeping with the canons and ethics of scholarship.

Page 55 - The paragraph Withdrawal From a Course has changed as follows:

A student who finds it necessary to withdraw (drop) from a course will be allowed to withdraw (drop) with a W through 75% of the semester. After the 75% mark, students will **not** be allowed to initiate a withdrawal (drop). Students who are administratively withdrawn (removed from classes or school due to excessive absences (cut-outs), disciplinary reasons, health-related events, or any other extenuating circumstances) after the specified withdrawal date must be passing the course at the time of withdrawal to receive a W. Otherwise, students who are failing the course at the time of the cut-out will not be withdrawn, but will receive an F for the course.

Page 56 - The General Education Core for Computer Literacy has changed as follows:

Computer Literacy

ATE 1113	Science and Technology
BAD 2533	Business Management & Microcomputers
BOA 2533	Word Processing I
BOA 2553	Desk-Top Publishing
CSC 1113	Intro to Computer Science
CSC 1123	Microcomputer Applications
CSC 1613	Computer Programming I
CSC 2623	Computer Programming II

Page 58 - The Associate of Applied Science Degree (AAS) Requirements have changed as follows:

This degree is awarded to Technical majors (including Associate Degree Nursing) and is not designed to transfer.

1. From the **General Education Core,** students must complete the following**:**
   ENG 1113 - English Composition I
   * MAT 1313 - College Algebra
   OR
   ** Natural Science with Lab plus a Math course
   SPT 1113 - Oral Communication
   Social/Behavioral Science - One course
   Humanities/Fine Arts Elective - One course

Total General Education Core – 15 – 19 hours

***In addition to the General Education Core, students must also complete a three-hour academic or technical **Computer Literacy** course to receive the AAS. The technical courses that may be used are BOT 1133-Microcomputer Applications and CPT 1323-Survey of Microcomputer Applications.

TOTAL CORE 18 - 23 hours

*__Associate Degree Nursing__ students are not required to take MAT 1313 or a Computer Literacy Course because computational skills and basic computer usage are included in the associate degree nursing curriculum. Students must pass required NUR courses and science and nutrition courses with a "C" or better. **EMT–Paramedic** students are not required to take MAT 1313 since computational skills are included in the associate degree EMTP program.

** A natural science with lab course, plus a course in computational skills will substitute for College Algebra for some AAS programs and if approved by the instructor, Career-Tech Director, and Vice-President for Academic Programs on the Transcript Evaluation Form. The computational skills course may be MAT 1233 or BOT 1313.

***__BOT, CIS, ENT, & SUR__ students are not required to take a computer literacy course since computer literacy is fundamental to all of those programs.

2. **Complete the prescribed set of courses for a major or have a substitute approved by a faculty advisor, campus career-tech director, and the district coordinator. Substitutions must have compatible course content and must be of equal or greater level of difficulty.**

3. **Minimum of sixty-four semester hours**
   (Excluding developmental and career hours)

4. **A 2.00 cumulative GPA** (see TRANSFER CREDITS)

5. **A 2.00 GPA on Holmes Community College credits**

6. **Residency Requirement (see page 55).**

Page 64 – The Expenses section has been changed as follows:

Graduation Fee (Non-Refundable) (Marching Students, May Only)	$35
Graduation Fee (Non-Refundable) (Diploma Only, Non-marching students)	$15

Page 65 - Special Tools and/or Equipment are Required for the Following Career & Technical Programs has been changed as follows:

Automotive Mechanics
Collision Repair Technology
Cosmetology
Drafting and Design/Engineering Technology
Electronics
EMT-Paramedic
Machine Shop
Heating, Air Conditioning and Refrigeration
Welding

Page 70 – The Satisfactory Academic Progress for Federally Funded Financial Aid has changed as follows:

All students at Holmes Community College who receive federal financial aid must make satisfactory academic progress toward completion of their degrees within a reasonable period of time. Holmes Community College has approved the following standards defining satisfactory progress, in accordance with regulations issued by the U.S. Department of Education. Satisfactory Academic Progress status will be determined at least once each year, generally at the end of the spring term. Generally, the first time a student falls below the required Qualitative and Measurable Progress components of this policy, he/she is placed into a "SAP Warning" status. If the student continues to fail these standards after the completion of a subsequent term of enrollment, he/she is placed into SAP Failure Status and is no longer eligible to receive federal aid.

Undergraduate Students

An undergraduate student is considered to be making satisfactory progress if he or she meets the following:

- is admitted and enrolled as a degree student
- meets the required qualitative measure for financial aid recipients
- maintains measurable progress toward the completion of the degree
- completes degree requirements within a reasonable length of time

Required Qualitative Measure

In order to meet the required qualitative measure, the student must maintain a minimum overall cumulative GPA based on the following scales. This measure generally becomes effective when the student has attempted at least 6 hours at Holmes Community College.

1-16 hours	17-32 hours	33-48 hours	49 and above
1.0 G.P.A.	1.50 G.P.A.	1.75 G.P.A.	2.0 G.P.A.

Measurable Progress Requirement (Completion Rate)

In order to maintain measurable progress toward the completion of their degrees, students must successfully complete a satisfactory percentage of all Holmes Community College as well as transfer credit hours attempted. The percentages are outlined below. (Hours attempted include repeated courses, dropped courses, withdrawals, remedial courses, completed and incomplete

courses.) This measure generally becomes effective when a student has attempted at least 6 hours at Holmes Community College.

1-16 hours	17-32 hours	33-48 hours	49 and above
50% or greater	50% or greater	50% or greater	67% or greater

Example A: If you have attempted 32 credit hours and successfully completed 26 of those hours, dropped 3 hours and failed 3 hours, your completion rate will be 26 hours earned divided by 32 attempted = 81.2 percent completion rate. You meet the measurable progress component of this requirement.

Example B: If you have attempted 42 credit hours and successfully completed 20 of those hours, and either dropped, failed, repeated, have an incomplete in, or withdrew from the other 16, your completion rate would be 20 divided by 42 = 47.6 percent completion rate. You do not meet the measurable progress component of this requirement.

Max Time Frame:

In order to comply with federal guidelines, Holmes Community College must place students on financial aid suspension once they have attempted 150% or more of the hours required to complete their respective degree. This is generally 96 attempted hours. Students who have switched majors, or are considering switching majors, are encouraged to communicate with the financial aid office any extenuating circumstances that may have resulted in the accumulation of extra hours, particularly those considering switching to a Career/Technical major. These circumstances will be considered, and an extension may be granted for a limited amount of time based on appeal.

Appeal Process:

Students failing to meet minimum standards who have extenuating circumstances or who have a reasonable basis for special consideration may appeal their suspension to the Financial Aid Director. If a written appeal is needed, it should be presented at least two weeks prior to the beginning of the next semester. The appeal should be sent to the Director of Financial Aid, Holmes Community College, Goodman, MS 39079. **Note**: Financial aid suspension does not prevent a student from attending Holmes Community College if he/she is not on academic suspension.

Cumulative Record:

A student's entire academic record at Holmes Community College, as well as transfer work will be evaluated to determine eligibility for financial aid, regardless of whether or not he/she has received aid for all semesters.

Probation:

Any student who fails to meet the standards will be given one semester of probation. During this probation semester, a student will continue to be eligible for financial aid.

Financial Aid Suspension:

Upon completion of the probationary semester, all financial aid will be terminated unless the minimum standards are achieved.

Notification:

Students who are placed on probation or suspension will be notified in writing from the Financial Aid Office.

Page 80 – Technology Applications Scholarships has been changed as follows:

Engineering Technology majors on the Goodman campus who have completed Technology Applications at the secondary level are eligible to apply for this merit scholarship. Special consideration will be given to applicants who have competed and/or placed in any event at the Technology Student Associations' annual conference. Recipients who maintain a 2.5 cumulative quality point average may receive the award four consecutive semesters. The award of $500 per semester may be applied to tuition, room and board, or any other expenses incurred by a full-time day student. Students eligible for the Technology Applications scholarship are also eligible for other scholarships, such as athletic, music, drama, valedictorian-salutatorian awards, etc., up to but not exceeding the published cost of HCC. To receive an application, contact the career/technical secretary at 662-472-9058. Deadline for submitting applications is May 1.

Page 102 – Criminal Justice has been added to the Academic Programs:

Criminal Justice

First Year

First Semester		Second Semester	
Eng Comp I	ENG 1113	Eng Comp II	ENG 1123
Coll Algebra	MAT 1313	Computer Literacy	3
Gen Psy	PSY 1513	Human Growth	EPY 2533
Prin Biology I	BIO 1114	Prin Biology II	BIO 1124
Criminal Justice Elective	3	Criminal Justice Elective	3
Total	16 hrs.	Total	16 hrs.

Second Year

First Semester		Second Semester	
Humanities Elec	3	Humanities Elec	3
Intro Sociology	SOC 2113	Oral Commun	SPT 1113
Fine Arts Elec	3	Social Problems	SOC 2133
Amer Nat Govern	PSC 1113	State & Local Govt	PSC 1123
Criminal Justice Elective	3	Criminal Justice Elective	3
*Elective	3		
Total	18 hrs.	Total	16 hrs.

*Consult with your chosen transfer university or college to determine modification of this curriculum.

Page 114 – Industrial Technology has been changed as follows:

Industrial Technology
First Year

First Semester		**Second Semester**	
English Composition I	ENG 1113	English Comp II	ENG 1123
Graphic Communication	GRA 1143	Tech Graphics	GRA 1153
College Algebra	MAT 1313	Forging & Welding	IED 2323
Computer Literacy	3	Trigonometry	MAT 1323
Wood Technology	IED 1213	Business Statistics	BAD 2323
Total	15 hours	Total	15 hours

Second Year

First Semester		**Second Semester**	
General Psychology	PSY 1513	Lab Science	4
Lab Science	4	Economics I	ECO 2113
Fine Arts	3	Humanities	3
Basic Electricity & Electronics	IED 1813	Oral Communication	SPT 1113
Humanities	3	*Restricted Elective	3
*Restricted Elective	3		
Total	19 hours	Total	16 hours

*** Restricted Electives (approved by advisor):**

Basic Applications of Industrial Safety . . . . ENT 1153
Accounting I . . . . . ACC 1213
General Chemistry I . . . . . CHE 1213
Calculus I . . . . . MAT 1613

Page 131 – Technology Teacher Education has changed as follows:

Secondary Education

Technology Teacher Education

First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
Graphic Communications	GRA 1143	Technology Graphics	GRA 1153
American Government	PSC 1113	Oral Communication	SPT 1113
College Algebra	MAT 1313	Trigonometry	MAT 1323
General Psychology I	PSY 1513	Natural Science w/Lab or Higher Level Math	3
Total	15 hrs.	Total	15 hrs.

Second Year

First Semester		Second Semester	
Fine Arts Elective	3	Forging and Welding	IED 2323
Basic Ind. Elec. & Electronics	IED 1813	Humanities Elective	3
General Physics I	PHY 2414	General Physics II	PHY 2424
Principles of Economics I	ECO 2113	Computer Literacy	3
Wood Technology	SPT 1113	Personal & Community Health	HPR 1213
Lit. or Calculus I	3	Total	16 hrs.
Total	18 hrs.		

Page 140 – Automotive Technology has changed as follows:

Automotive Technology
(Goodman Campus)

First Year

First Semester		Second Semester	
*English Composition I	ENT 1113	*College Algebra	**MAT 1313
Brakes	ATT 1213	Engine Repair	ATT 1715
Introduction, Safety, & Employability Skills	ATT 1811	Engine Performance I	ATT 1424
Basic Electrical/Electronic Systems	ATT 1124	Advanced Electrical/ Electronic Systems	ATT 1134
Manual Drive Trains/Transaxles	ATT 1314		
Total	15 hours	Total	16 hours

Second Year

First Semester		Second Semester	
*Humanities/Fine Arts	3	Special Problem in Auto Tech	ATT 2913
Engine Performance II	ATT 2434	*Oral Communications	SPT 1113
Heating and Air Cond.	ATT 2614	*Social/Beh. Science	3
Steering & Suspension Systems	ATT 2334	Engine Performance III	ATT 2444
*Computer Literacy	3	Automatic Transmissions/ Transaxles	ATT 2325
Total	18 hours	Total	18 hours

* Students seeking a certificate only are not required to take this course.
** MAT 1233 or BOT 1313 & Natural Science may be substituted.

Page 142 – The Business & Office Technology/Accounting program has changed as follows:

Business and Office Technology

ACCOUNTING TECHNOLOGY

First Year

First Semester		**Second Semester**	
Document Formatting and Production	BOT 1113	Computerized Accounting	BOT 2413
Microcomputer Applications	BOT 1133	Word Processing	BOT 1143
Applied Business Math	BOT 1313	Advanced Business Accounting	BOT 1443
Professional Development	BOT 1213	Electronic Spreadsheet	BOT 1813
Business Accounting	BOT 1433	Humanities/Fine Art Elective	3
Mechanics of Communication	BOT 1713	English Composition I	ENG 1113
Total	18 hrs.	Total	18 hrs.

Second Year

First Semester		**Second Semester**	
Database Management	BOT 2323	Principles of Accounting II	ACC 1223
Principles of Accounting I	ACC 1213	Business Communication	BOT 2813
Desktop Publishing	BOT 2133	Integrated Computer Applications	BOT 2833
*College Algebra	MAT 1313	Payroll Accounting **OR**	BOT 2463
		Work Based Learning	WBL 1913
Oral Communication	SPT 1113	Social/Behavioral Science Elective	3
		OR Principles of Econ. I	ECO 2113
Total	15 hrs.	Total	15 hrs.

This Program is designed as a continuation of the secondary Business Technology curriculum. Any student who did not satisfactorily complete one of these programs or who does not demonstrate and/or document mastery of identified competencies will be enrolled in one or more additional basic skills courses.

Prior to enrollment in BOT 1113 Document Formatting and Production students will be required to key straight-copy material at a minimum of 35 GWPM on a 5-minute timed writing, with a maximum of 1 error per minute. Students who do not demonstrate this level of proficiency will be required to enroll in BOT 1013 Introduction to Keyboarding.

*BOT1313 & Natural Science may be substituted.

Page 143 – The Business & Office Technology/Medical Office program has changed as follows:

Business and Office Technology

MEDICAL OFFICE TECHNOLOGY

First Year

First Semester		Second Semester	
Document Formatting and Production	BOT 1113	Keyboard Skillbuilding	BOT 1123
Microcomputer Applications	BOT 1133	Word Processing	BOT 1143
Applied Business Math	BOT 1313	Records Management	BOT 1413
Business Accounting **OR**	BOT 1433	Medical Office Terminology II	BOT 1623
Principles of Accounting I	ACC 1213		
Medical Office Terminology I	BOT 1613	Computerized Accounting	BOT 2413
Mechanics of Communication	BOT 1713	Medical Office Concepts	BOT 2743
Total	18 hrs.	Total	18 hrs.

Second Year

First Semester		Second Semester	
Transcription Elective*	3	Transcription Elective*	3
CPT Coding	BOT 2773	Medical Information Management	BOT 2753
ICD Coding	BOT 2783	Business Communication	BOT 2813
Communication Technology	BOT 2823	Oral Communication	SPT 1113
English Composition I	ENG 1113	Humanities/Fine Art Elective	3
*****College Algebra	MAT 1313	Social/Behavioral Science Elective	3
Total	18 hrs.	Total	18 hrs.

This Program is designed as a continuation of the secondary Business Technology curriculum. Any student who did not satisfactorily complete one of these programs or who does not demonstrate and/or document mastery of identified competencies will be enrolled in one or more additional basic skills courses.

Prior to enrollment in BOT 1113 Document Formatting and Production students will be required to key straight-copy material at a minimum of 35 GWPM on a 5-minute timed writing, with a maximum of 1 error per minute. Students who do not demonstrate this level of proficiency will be required to enroll in BOT 1013 Introduction to Keyboarding.

*Transcription Electives must come from BOT 1513, BOT 2523, or BOT 2533
*BOT1313 & Natural Science may be substituted.

Page 144–The Business & Office Technology/Microcomputer program has changed as follows:

Business and Office Technology

MICROCOMPUTER TECHNOLOGY
(Grenada Center & Ridgeland Campus)

First Year

First Semester		**Second Semester**	
Document Formatting and Production	BOT 1113	Keyboard Skillbuilding	BOT 1123
Microcomputer Applications	BOT 1133	Word Processing	BOT 1143
Professional Development	BOT 1213	Electronic Spreadsheet	BOT 1813
Applied Business Math	BOT 1313	Computerized Accounting	BOT 2413
Business Accounting **OR**	BOT 1433	English Composition I	ENG 1113
Principles of Accounting I	ACC 1213		
Mechanics of Communication	BOT 1713	Humanities/Fine Art Elective	3
Total	18 hrs.	Total	18 hrs.

Second Year

First Semester		**Second Semester**	
Database Management	BOT 2323	Business Communication	BOT 2813
Communication Technology	BOT 2823	Integrated Computer Applications	BOT 2833
Desktop Publishing	BOT 2133	Visual BASIC Programming	CPT 1214
Network Fundamentals **OR**	CPT 2373	Computer Operations **OR**	CPT 1313
Windows XP: Installing & Configuring	CNT 1634	Operating Platforms	CPT 1333
Oral Communication	SPT 1113		
*****College Algebra	MAT 1313	Social/Behavioral Science Elective	3
Total	18 or 19 hrs	Total	16 hrs

This Program is designed as a continuation of the secondary Business Technology curriculum. Any student who did not satisfactorily complete one of these programs or who does not demonstrate and/or document mastery of identified competencies will be enrolled in one or more additional basic skills courses.

Prior to enrollment in BOT 1113 Document Formatting and Production students will be required to key straight-copy material at a minimum of 35 GWPM on a 5-minute timed writing, with a maximum of 1 error per minute. Students who do not demonstrate this level of proficiency will be required to enroll in BOT 1013 Introduction to Keyboarding.

*BOT1313 & Natural Science may be substituted.

Page 145 – The Business & Office Technology/Office Systems program has changed as follows:

Business and Office Technology

OFFICE SYSTEMS TECHNOLOGY

First Year

First Semester		Second Semester	
Document Formatting and Production	BOT 1113	Keyboard Skillbuilding	BOT 1123
Microcomputer Applications	BOT 1133	Word Processing	BOT 1143
Professional Development	BOT 1213	Records Management	BOT 1413
Applied Business Math	BOT 1313	Electronic Spreadsheet	BOT 1813
Business Accounting **OR**	BOT 1433	Computerized Accounting	BOT 2413
Principles of Accounting I	ACC 1213		
Mechanics of Communication	BOT 1713	English Composition I	ENG 1113
Total	18 hrs.	Total	18 hrs.

Second Year

First Semester		Second Semester	
Machine Transcription	BOT 1513	Business Communication	BOT 2813
Database Management	BOT 2323	Administrative Office Procedures	BOT 2723
Communication Technology	BOT 2823	Integrated Computer Applications	BOT 2833
Desktop Publishing	BOT 2133	Social/Behavioral Science Elective	3
Oral Communication	SPT 1113	Humanities/Fine Art Elective	3
*****College Algebra	MAT 1313		
Total	18 hrs.	Total	15 hrs.

This Program is designed as a continuation of the secondary Business Technology curriculum. Any student who did not satisfactorily complete one of these programs or who does not demonstrate and/or document mastery of identified competencies will be enrolled in one or more additional basic skills courses.

Prior to enrollment in BOT 1113 Document Formatting and Production students will be required to key straight-copy material at a minimum of 35 GWPM on a 5-minute timed writing, with a maximum of 1 error per minute. Students who do not demonstrate this level of proficiency will be required to enroll in BOT 1013 Introduction to Keyboarding.

*BOT1313 & Natural Science may be substituted.

Page 146 – The Computer Network Support Technology Program has changed as follows:

Computer Network Support Technology (LAN)
(Ridgeland Campus)

First Year

First Semester		Second Semester	
English Composition I	ENG 1113	Operating Platforms	CPT 1333
**Microcomputer Applications	CPT 1323	Visual Basic Programming	CNT 1214
Windows XP: Install & Config	CNT 1634	Network Components	CNT 1524
Web Development Concepts	CNT 1513	Social/Behavioral Elective	3
Fundamentals of Data Communication	CNT 1414	Network Admin/Microsoft Server	CNT 1624
Total	18 hrs.	Total	18 hrs.

Second Year

First Semester		Second Semester	
***Technical Networking Elective	4	Oral Communication	SPT 1113
System Maintenance	CNT 2423	Network Implementation	CNT 2544
College Algebra	MAT 1313	*Programming Elective	3 or 4
Humanities/Fine Arts Elective	3	Professional Development	BOT 1213
Network Planning & Design	CNT 2534	***Technical Networking Elective	3 or 4
Total	18 hrs.	Total	15 hrs.

Computer Networking Support Technology (LAN) is a two-year program which offers training in telecommunications, network administration, and client/server systems. An AAS degree is earned upon successful completion of the Network Support curriculum. Successful completion of the first year entitles a student to a certificate in Network Operations. Students enrolling in the CNT program must meet colleges ACT admission standards; however, an ACT score of 18 is recommended for admission into this program.

* Programming Electives should be chosen from the following list:

Database Design Fundamentals	CPT 1353
Advanced Visual Basic Programming Language	CPT 2434
Java Programming	CPT 1414
Database Programming (Adv VB is recommended)	CPT 2244
C++ Programming	CPT 2284
Scripting Programming Languages	CPT 2444

**May substitute an Additional Programming Class from the list

***Technical Networking Electives

Network Administration Using Linux	CNT 1654
Network Security	CNT 2553
Advanced Network Administration Using Microsoft Windows Server	CNT 2644

Page 147 – The Computer Programming Option has been changed as follows:

Computer Information Systems Technology

Computer Programming Option
(Grenada Center)
First Year

First Semester		Second Semester	
Professional Development	BOT 1213	Database Design Fundamentals	CPT 1353
Prog. Dev.Concepts	CPT 1144	Humanities/ Fine Arts Elective	3
Prin./Accounting I	ACC 1213	**Programming Language Elective	4
OR Bus. Acct.	BOT 1433	Microcomputer App	CPT 1323
English Composition I	ENG 1113	**OR** Microcomputer App	BOT 1133
		OR Microcomputer App	CSC 1123
Programming Language Elective	4	*College Algebra	MAT 1313
Total	17 hrs.	Total	16 hrs.

Second Year

First Semester		Second Semester	
***Elective	3	Oral Communication	SPT 1113
Network Fund	CPT 2373	**Programming Language Elective	4
Computerized Accounting	BOT 2413	**Programming Language Elective	4
Operating Platforms	CPT 1333	Systems Analysis & Design	CPT 2354
**Programming Language Elective	4	Social/Behavioral Elec.	3
Total	16 hrs.	Total	18 hrs.

Computer Programming Technology is a two-year program that is designed to offer training in the development of Business Application Software. An Associate of Applied Science degree is earned upon successful completion of the Computer Programming curriculum. Students enrolling in the CPT Program must meet the general admission requirements of the college district; however, an ACT score of 18 is recommended.

*MAT 1233 & Natural Science may be substituted.

**Programming Language Electives:

Visual BASIC Programming Language	CPT 1214
Java Programming language	CPT 1414
RPG Programming Language	CPT 1224
COBOL Programming Language	CPT 1234
Advanced RPG Programming Language	CPT 2264
Advanced COBOL Programming Lang	CPT 2274
Database Programming Language	CPT 2244
Advanced Visual BASIC	CPT 2434

***Programming Language Elective, Work-Based Learning in Computer Information Systems Technology, or other approved related technical or academic course.

Page 152 – The Emergency Medical Technology – Paramedic Program Admission Policy has been changed as follows:

1. A completed application for admission.
2. The applicant shall be at least 18 years of age.
3. The applicant must be a high school graduate or have a GED equivalency certificate and provide an official transcript from the high school or GED office.
4. The applicant must have a minimum ACT score of 12 if taken before October 28, 1989, or 16 if taken after October 28, 1989.
5. Applicants must provide a copy of a physical examination indicating proof of physical fitness.
6. Applicants must be nationally registered and Mississippi Certified as an EMT-Basic in good standing. Must have successfully completed BIO 2514 – Human Anatomy & Physiology with lab or BIO 2513 & BIO 2511.
7. Applicants must successfully pass a Criminal Background Check as required by Mississippi State Law. (Students are responsible for the fee for the background check to be paid to the agency that does the background check. HCC will not handle this money.)
8. Applicants are subject to the *Mississippi EMS: The Law, Rules, and Regulations*.

Applicants admitted to the program or taking EMT 1116 will be assessed for Medical Liability Insurance.

Page 154 – The Engineering Technology/Architectural program has changed as follows:

Engineering Technology

Architectural Engineering Technology

First Year

First Semester		Second Semester	
English Comp.I	ENG 1113	Approved Technical Elective	3
College Algebra	MAT 1313	Approved Technical Elective	3
Computational Methods	ENT 1123	Construction Materials	ENT 1213
Principles of CAD	ENT 1313	Intermediate CAD	ENT 1323
Graphic Comm.	ENT 1113/GRA 1143	Hum/Fine Arts Elective	3
		Oral Communication	SPT 1113
Total	15 hrs	Total	18 hrs.

Second Year

First Semester		Second Semester	
Architectural Design I	ENT 1613	Architectural Design II	ENT2623
Structural Drafting	ENT 2233	*Approved Restrictive Elective	3
Advanced CAD	ENT 2343	Cost Estimating	ENT2243
*Approved Restrictive Elective	4	Civil Drafting	ENT2153
Social/Behavioral Science Elective	3	Approved Technical Elective	3
Total	16 hrs.	Total	15 hrs.

**** Approved Restrictive Elective:*** *Math, Science, English Comp II or Technology Course as approved by Advisor.*

Approved Technical Electives:

ENT 1133 Technology Graphics
ENT 1153 Basic Applications of Industrial Safety
ENT 2253 Statics & Strengths of Materials
ENT 2263 Quality Assurance
ENT 2643 Architectural Rendering
ENT 2713 Architectural History
ENT 2923 Fundamentals of Multimedia
ENT 2913 Special Project
GIT 2123 Fundamentals of Geographical Information Systems
WBL191(1-3) Work Based Learning I (total WBL not to exceed 6 hours)
WBL192(1-3) Work Based Learning II (total WBL not to exceed 6 hours)

The ***Architectural Engineering Technology*** program educates future Architectural Engineering Technologists in the process of producing design projects from schematics through construction. The program is designed to prepare its graduates for employment in architectural related firms, including architectural offices, design-build firms, engineering firms, governmental agencies, real estate developers, planning offices and architectural material suppliers and manufacturers.

Upon successful completion of the curriculum, the graduate will earn an Associate of Applied Science Degree (AAS) in Architectural Engineering Technology. The curriculum also has the option of transfer to a four-year university offering a related course of study thereby leading to a Bachelor of Science Degree (B.S.) in Architectural Engineering Technology.

Page 155 – The Engineering Technology/Construction program has changed as follows:

Engineering Technology
Construction Engineering Technology

First Year

First Semester		Second Semester	
Computational Methods	ENT 1123	Construction Materials	ENT 1213
Graphic Comm.	ENT 1113/GRA 1143	Civil Drafting	ENT2153
Principles of CAD	ENT 1313	Intermediate CAD	ENT 1323
English Comp.I	ENG 1113	English Comp. II	ENG 1123
College Algebra	MAT 1313	Trigonometry	MAT 1323
Total	15 hrs.	Oral Communication	SPT 1113
		Total	18 hrs.

Second Year

First Semester		Second Semester	
Architectural Design I	ENT 1613	Economics I	ECO 2113
Accounting I	ACC1213	Legal Envirn/Bus	BAD 2413
Lab Science	4	Approved Technical Elective	3
Hum/Fine Arts Elective	3	Lab Science	4
Social/Behavioral Science Elective	3	Cost Estimating	ENT 2243
Total	16 hrs.	Total	16 hrs.

Approved Technical Electives:

ENT 1153 Basic Applications of Industrial Safety
ENT 2233 Structural Drafting
ENT 2253 Statics & Strengths of Materials
ENT 2263 Quality Assurance
ENT 2323 Forging & Welding
ENT 2643 Architectural Rendering
ENT 2923 Fundamentals of Multimedia
ENT 2913 Special Project
GIT 2123 Fundamentals of Geographical Information Systems
WBL191(1-3) Work Based Learning I (total WBL not to exceed 6 hours)
WBL192(1-3) Work Based Learning II (total WBL not to exceed 6 hours)

The ***Construction Engineering Technology*** program emphasizes the management aspects of the construction industry. The key professional in this area of expertise is the construction manager who has the responsibility for planning, scheduling and building projects designed by architects and engineers. Graduates of this program are employed in office and field positions within the commercial, industrial, utility, highway and residential markets.

Upon successful completion of the curriculum, the graduate will earn an Associate of Applied Science Degree (AAS) in Construction Engineering Technology. The curriculum also has the option of transfer leading to a Bachelor of Science Degree (BS) in Construction Engineering Technology.

Page 156– The Engineering Technology/Drafting & Design program has changed as follows:

Engineering Technology
Drafting and Design Technology

First Year

First Semester		Second Semester	
English Comp.I	ENG 1113	Construction Materials	ENT 1213
College Algebra	MAT 1313	Approved Restrictive Elective	3
Graphic Comm.	ENT 1113/GRA 1143	Intermediate CAD	ENT 1323
Computational Methods	ENT 1123	Technology Graphics	ENT 1133
Principles of CAD	ENT 1313	Quality Assurance	ENT 2263
Total	15 hrs.	Hum/Fine Arts Elective	3
		Total	18 hrs.

Second Year

First Semester		Second Semester	
Oral Communication	SPT 1113	Approved Technical Elective	3
Architectural Design I	ENT 1613	Approved Technical Elective	3
Approved Technical Elective	3	Social/Behavioral Science Elective	3
Advanced CAD	ENT 2343	Civil Drafting	ENT2153
Structural Drafting	ENT 2233	Cost Estimating	ENT 2243
		Approved Technical Elective	3
Total	15 hrs.	Total	18 hrs.

**** Approved Restrictive Elective:*** *Math, Science, English Comp II or Technology Course as approved by Advisor.*

Approved Technical Electives:

ENT 1153 Basic Applications of Industrial Safety
ENT 1813 Basic Electricity & Electronics
ENT 2253 Statics & Strengths of Materials
ENT 2323 Forging & Welding
ENT 2643 Architectural Rendering
ENT 2923 Fundamentals of Multimedia
ENT 2363 Computer Numerical Control
ENT 2623 Architectural Design II
ENT 2443 Prin. of Manufacturing Management
ENT 2913 Special Project
GIT 2123 Fundamentals of Geographical Information Systems
IMM 1314 Principles of Hydraulics & Pneumatics
MFT 2113 Manufacturing Process I
MFT 2123 Manufacturing Process II
WBL191(1-3) Work Based Learning I (total WBL not to exceed 6 hours)
WBL192(1-3) Work Based Learning II (total WBL not to exceed 6 hours)

The ***Drafting and Design Technology*** program prepares individuals to enter the world of work assisting architects, engineers, contractors, and other related fields. Job opportunities are varied and numerous.

Upon successful completion of this curriculum, the graduate will earn an Associate of Applied Science Degree (AAS) in Drafting and Design Technology. The curriculum also has the option of transfer to a four-year university offering a related course of study thereby leading to a Bachelor of Science Degree (BS) in Trade and Technical Studies. Consult advisor for requirements for transfer.

Page 158 – The Engineering Technology/Industrial Engineering program has changed as follows:

Engineering Technology
Industrial Engineering Technology

First Year

First Semester		Second Semester	
English Comp.I	ENG 1113	English Comp. II	ENG 1123
College Algebra	MAT 1313	Trigonometry	MAT 1323
Graphic Comm.	ENT 1113/GRA 1143	Technology Graphics	ENT 1133
Computational Methods	ENT 1123	Hum/Fine Arts Elective	3
Principles of CAD	ENT 1313	Oral Communication	SPT 1113
Total	*15 hrs*	Intermediate CAD	ENT 1323
		Total	*18 hrs*

Second Year

First Semester		Second Semester	
Social/Behavioral Science Elective	3	Prin/Management	ENT 2443
Approved Technical Elective	3	Bus. Statistics	BAD 2323
Approved Technical Elective	3	Approved Technical Elective	3
Lab Science	4	Quality Assurance	ENT 2263
Fine Arts Elective	3	Lab Science	4
Total	*16 hrs*	*Total*	*16 hrs*

Approved Technical Electives:

ENT 1153 Basic Applications of Industrial Safety
ENT 1813 Basic Electricity & Electronics
ENT 2233 Structural Drafting
ENT 2243 Cost Estimating
ENT 2253 Statics & Strengths of Materials
ENT 2323 Forging & Welding
ENT 2343 Advanced CAD
ENT 2363 Computer Numerical Control
ENT 2443 Principles of Manufacturing Management
ENT 2913 Special Projects
IMM 1314 Principles of Hydraulics & Pneumatics
MFT 2113 Manufacturing Process I
MFT 2123 Manufacturing Process II
WBL191(1-3) Work Based Learning I (total WBL not to exceed 6 hours)
WBL192(1-3) Work Based Learning II (total WBL not to exceed 6 hours)

The ***Industrial Engineering Technology*** program is designed to prepare students to meet the growing demands of industry for employees with expertise in manufacturing processes, statistical quality control, production management, automation, and computer-aided manufacturing.

Upon successful completion of the curriculum, the graduate will earn an Associate of Applied Science Degree (AAS) in Industrial Engineering Technology. The curriculum also has the option of transfer to a four-year university offering a related course of study thereby leading to a Bachelor of Science Degree (BS) in Industrial Engineering Technology.

Page 159 – The Engineering Technology/Industrial Technology program has changed as follows:

Engineering Technology
Industrial Technology

First Year

First Semester		Second Semester	
English Comp.I	ENG 1113	English Comp. II	ENG 1123
College Algebra	MAT 1313	Trigonometry	MAT 1323
Computational Methods	ENT 1123	Oral Communication	SPT 1113
Graphic Comm.	ENT 1113/GRA 1143	Bus. Statistics	BAD 2323
Principles of CAD	ENT 1313	Technology Graphics	ENT 1133
		Approved Technical Elective	3
Total	*15 hrs*	*Total*	*18 hrs*

Second Year

First Semester		Second Semester	
Hist/Artcrafts or Hum/Fine Arts Elective	3	Humanities Elective	3
Social/Behavioral Science Elective	3	Forging & Welding	ENT 2323
Lab Science	4	Prin/Management	ENT 2443
Basic Elec & Electron	ENT 1813	Approved Technical Elective	3
Accounting I	ACC1213	Lab Science	4
Total		*Total*	*16 hrs*

Approved Technical Electives:

ENT 1153 Basic Applications of Industrial Safety
ENT 1323 Intermediate CAD
ENT 2253 Statics & Strengths of Materials
ENT 2263 Quality Assurance
ENT 2363 Computer Numerical Control
ENT 2443 Principles of Manufacturing Management
ENT 2913 Special Projects
IMM 1314 Principles of Hydraulics & Pneumatics
MFT 2113 Manufacturing Process I
MFT 2123 Manufacturing Process II
WBL191(1-3) Work Based Learning I (total WBL not to exceed 6 hours)
WBL192(1-3) Work Based Learning II (total WBL not to exceed 6 hours)

The ***Industrial Technology*** program is designed for students who want to prepare for employment leading to supervisor, administrative and other management positions in the production areas of industry or into industrial distribution, wholesale level sales, distribution and/or installation of industrial products and equipment. Graduates should rapidly become proficient in the various aspects of manufacturing, sales and distribution. Job opportunities in this field are excellent.

Upon successful completion of the curriculum, the graduate will earn as Associate of Applied Science Degree (AAS) in Industrial Technology. The curriculum also has the option of transfer to a four-year university offering a related course of study thereby leading to a Bachelor of Science Degree (BS) in Industrial Technology.

Page 160 – The Engineering Technology/Manufacturing program has changed as follows:

Engineering Technology
Manufacturing Technology

First Year

First Semester		Second Semester	
Basic Elec/Elec	ENT 1813	Metallurgy	MST 2813
College Algebra	MAT 1313	Quality Assurance	ENT 2263
Power Mach I	MST 1114	Oral Communication	SPT 1113
Statics & Strengths	ENT 2253	Prin/Management	ENT 2443
Graphic Comm.	ENT 1113	*Technical Elective	3
Principles of CAD	ENT 1313	*Technical Elective	3
Total	17 hrs.	Total	18 hrs.

Second Year

First Semester		Second Semester	
Prin/Hydraulics&Pneu	IMM 1314	Accounting I	ACC 1213
English Comp I	ENG 1113	Manufac Process II	MFT 2123
Manufac Process I	MFT 2113	Organizational Behavior	MFT 2213
Social/ Behavioral Science	3	*Technical Elective	3
*Technical Elective	3	*Technical Elective	3
		Humanities/Fine Arts	3
Total	16 hrs.	Total	18 hrs.

The **Manufacturing Technology** program prepares individuals to work in a variety of industries. The core curriculum offers a broad range of courses, including management, accounting, manufacturing processes (including lean manufacturing), quality methods and technical courses to provide students sufficient experiences to fulfill a variety of roles. The program features a technical and a managerial concentration with a diverse selection of electives. This diversity allows students or organizations to "tailor" the programs to meet their specific needs. Upon completion of the curriculum, the graduate will earn an Associate of Applied Science Degree (AAS) in Manufacturing Technology. The curriculum also has the option to transfer to a four-year university offering a related course of study, leading to a Bachelor of Science Degree (BS).

*Technical Electives:		Management Elec.
EGR 2413	Engineering Mechanics	MMT 1113
ENT 2243	Cost Estimating	MMT 1123
ENT 2323	Forging and Welding	MMT 2233
ENT 1323	Intermediate CAD	MMT 2513
ENT 2343	Advanced CAD	BAD 2813
ENT 2363	CNC Drafting	TBA 2413
ENT 1133	Technology Graphics	
MST 2714	CNC Operations I	
MST 2725	CNC Operations II	
ENT 1123	Computational Methods	
ELT 1413	Motor Control Systems	
ELT 2613	Programmable Logic Controllers	
IMM 1914	Special Projects in IMM	

Page 161 – Forest Technology Approved Technical Electives have changed as follows:

***Approved Technical Electives:**

Forest Mensuration II ..... FOT 1124
Forest Protection..... FOT 1314
Forest Products Utilization ..... FOT 1414
Silviculture II..... FOT 2624
Work Based Learning ..... WBL 191(1-3) - 293(1-3)
Principles of Accounting I ..... ACC 1213
Special Problem in Forest Technology ..... FOT 291(1-3)
The Legal Environment of Business ..... BAD 2413
Applications of GIS/GPS in Forestry..... FOT 2213
Internship for Specialization..... FOT 292(1-6)

Page 162 – Funeral Service Technology has changed as follows:

Funeral Service Technology

(Ridgeland Campus)

First Year

First Semester		Second Semester	
English Composition I	ENG 1113	Mortuary Anatomy II	FST 1123
**College Algebra	MAT 1313	Embalming II	FST 1223
Mortuary Anatomy I	FST 1113	Pathology	FST 2623
Embalming I	FST 1213	Principles of Accounting I	ACC 1213
Funeral Directing	FST 1313	Restorative Art	FST 1513
Computer Literacy	3	Clinical I	FST 1231
Total	18 hrs.	Total	16 hrs.

Second Year

First Semester		Second Semester	
Funeral Service Ethics & Law	FST 1413	Humanities/Fine Arts Elective	3
Color & Cosmetics	FST 2523	Psychol. Counsel/ Funeral Service	FST 2713
Sociology	SOC 2113	Funeral Merchandising & Management	FST 2323
OR Psychology	PSY 1513	Comprehensive Rev	FST 2811
Thanatochemistry	FST 2273	Oral Communication	SPT 1113
Clinical II	FST 1241	Legal Environ/Bus	BAD 2413
Microbiology	FST 2613	Total	16 hrs.
Total	16 hrs.		

Directed Elective: Work Based Learn/Fun Services Tech WBL 191(1-3)

Page 166 – Machine Tool Technology has changed as follows:

Machine Tool Technology

(Grenada Center)

First Year

First Semester		Second Semester	
Precision Layout	MST 1613	Welding & Forging	ENT 2323
Advanced Shop Math	MST 1313	Power Machinery II	MST 1124
Blueprint Reading	MST 1413	*Humanities/F.A. Elec	3
Power Machinery I	MST 1114	CNC Oper I	MST 2714
Metallurgy	MST 2813	Prin. of CAD	ENT 1313
Total	17 hrs.	Total	18 hrs.

Second Year

First Semester		Second Semester	
*College Algebra	MAT 1313	Power Machinery IV	MST 2144
*English Comp I	ENG 1113	CNC Operations II	MST 2725
Adv.Blueprint Read	MST 1423	*Oral Communication	SPT 1113
Power Machinery III	MST 2135	*Social/ Behavioral Science	3
***Approved Technical Elective	4	***Approved Technical Elective	3
Total	18 hrs.	Total	18 hrs.

Machine Tool Technology is an articulated certificate/technical instructional program to provide advanced skills to its students. The instructional program prepares individuals to shape metal parts or machines such as lathes, grinders, drill presses, and milling machines. Included is instruction in making, computations related to work dimensions, testing, feeds, and speeds of machines; using precision measuring instruments such as layout tools, micrometers, and gauges, machining and heat-treating various metals; and in laying out machine parts. Also included is instruction in the operation and maintenance of computerized equipment.

*Students seeking a certificate only are not required to take this academic course.

**MAT 1233 or BOT 1313 & a Natural Science may be substituted.

***Approved Technical Electives: CPT 1323, ENT 1113, ENT 1153, ENT 1323, ENT 2253, ENT 2263, IMM 1314, MST 2913, or WBL

Page 167 – Occupational Therapy Assistant Second Year has changed as follows:

Occupational Therapy Assistant Program
(Ridgeland Campus)

First Year

First Semester		Second Semester	
A & P/ Occ.Therapy	OTA 1134	Pathology Psychiatric Cond	OTA 1213
English Comp. I	ENG 1113	Kinesiology	OTA 1314
Gen. Psychology	PSY 1513	Humanities/Fine Arts	3
Foun. Occ.Therapy	OTA 1113	Human Growth	EPY 2533
Wellness Systems	OTA 1142	Group Process	OTA 1513
Occupational Therapy Skills I	OTA 1423	Therapeutic Media	OTA 1413
Total	18hrs.	Total	19 hrs.

Summer Semester

Fieldwork IA Psychosocial	OTA 1913
Path/Physical Disability Cond.	OTA 1223
Occupational Therapy Skills II	OTA 1433
Path/Developmental Conditions	OTA 1233
Total	12 hrs.

Second Year

First Semester		Second Semester	
Oral /Communication.	SPT 1113	Level IIA Fieldwork	OTA 2946
Occupational Therapy Skills III	OTA 2444	Level IIB Fieldwork	OTA 2956
Concepts/Occupational Therapy	OTA 2713	Occ.Ther Trans	OTA 2961
Fieldwork I/Pysical Dys/Pediatrics	OTA 2935	Total	13 hrs.
*College Algebra	MAT 1313		
Computer Literacy	3		
Total	21 hrs.		

Page 170 – Paralegal Technology is a new AAS program which has been added.

Paralegal Technology

First Year

3 sch	Microcomputer Applications (BOT 1133) or (CPT 1323) or (CSC 1123)	3 sch	English Comp I (ENG 1113)
3 sch	Introduction to Law (LET 1113)	3 sch	Legal Environment/Bus (BAD 2413)
3 sch	Document Formatting and Production (BOT 1113)	3 sch	Legal Research (LET 1213)
3 sch	Wills and Estates (LET 1523)	3 sch	Business Communication (BOT 2813) or (BAD 2813)
3 sch	Mechanics of Communications (BOT 1713)	3 sch	Bankruptcy (LET 2523)
3 sch	Family Law (LET 1513)	3 sch	Torts (LET 2323)
18 sch		18 sch	

Second Year

3 sch	Math/Lab Science Elective	3 sch	Humanities/Fine Arts Elective
3 sch	Real Property I (LET 2453)	3 sch	Oral Communication
3 sch	Civil Litigation I (LET 2313)	3 sch	Criminal Justice Elective
3 sch	Approved Elective	3 sch	Real Property II (LET 2463)
3 sch	Law Office Management (LET 2633),	3 sch	Civil Litigation II (LET 2333)
3sch	Social/Behavioral Science Elective	3 sch	Legal Writing (LET 1713)
18 sch		18 sch	

* Students who lack entry level skills in math, English, science, etc. will be provided related studies.

** Baseline competencies are taken from the high school Secondary Business and Computer Technology program. Students who can document mastery of these competencies should not receive duplicate instruction. Students who cannot demonstrate mastery will be required to do so.

*** Internship for Paralegal (LET 2923) Special Problem in Paralegal Technology [LET 291 (1-3)], or other instructor-approved related technical course or academic course.

Goals

The Paralegal Technology curriculum is designed to prepare a person for entry-level employment as a legal assistant/paralegal in courts, corporations, law firms, and government agencies. Paralegal Technology is a two-year program of study which requires courses in the vocational-technical core, designated areas of concentration, and the academic core. The Associate of Applied Science Degree is earned upon successful completion of program.

The curriculum is based on standards developed from the National Association of Legal Assistants' Descriptions of Certified Legal Assistant (CLA) Exam Sections. Additional research data used in the development of this publication was collected from a review of related literature and from surveys of local experts in business, industry, and education.

Page 175 – The Practical Nursing Program Description has changed as follows:

PROGRAM DESCRIPTION: The **Practical Nursing Program** prepares the individual to assist in providing general nursing care under the direction of a registered nurse, physician, or dentist.

Graduates of the three-semester program will be awarded the Certificate of Practical Nursing and may apply for licensure to the Mississippi Board of Nursing and will be eligible to take the National Council Licensure Examination PN(NCLEX). Students who successfully complete the PNV 1425 & PNV 1434 may be eligible to test for CNA (Certified Nursing Assistant) certification.

*Students who lack entry level skills in math, English, science, etc. may be provided related studies.

Successful completion of any semester of study must include 80% mastery of each subject in order to progress to the next semester. In addition, graduation requirements include completion of the prescribed clock hours for the program as mandated by the State Board for Community & Junior Colleges. Legal limitations for licensure are mandated by the Mississippi Board of Nursing. Graduates that meet the requirements of the State Board for Community & Junior Colleges are eligible to write for the National Council Licensure Examination for Practical Nurses. For re-admission to the Practical Nursing Program, please refer to the Practical Nursing Handbook.

This is a three-semester program designed to prepare qualified men and women to become, upon completion of the prescribed course of study and satisfactory writing of the State Board Examination, Licensed Practical Nurses. The first semester offers instruction in orientation to practical nursing, health, normal nutrition, human development, introduction to nursing the patient, introduction to illness, and nursing care of selected patients. The remaining two semesters of training offer clinical experience and theory in medical-surgical nursing, pediatric nursing, psychiatric nursing, and maternity nursing. A certificate is awarded upon completion of the course.
*Ridgeland, Grenada, Goodman

Page 177 – The Welding, Brazing and Soldering Program has been changed as follows:

Welding and Cutting Technology
One-Year Certificate

(Goodman Campus)

First Semester		Second Semester	
Shielded Metal Arc Welding I	WLV 1116	Welding Safety Inspection & Testing Principles	WLV 1171
Gas Metal Arc Welding	WLV 1124	Gas Tungsten Arc Welding	WLV 1136
Drawing & Welding Symbol Interpretation	WLV 1232	Flux Cored Arc Welding	WLV 1143
Cutting Processes	WLV 1314	Shielded Metal Arc Welding II	WLV 1226
Gas Metal Arc Alum	WLV 1162	Special Problem Welding	WLV 1912
Total	18 hrs.	Total	18 hrs.

Students who lack entry level skills in math and/or reading will be provided related studies. Baseline competencies are taken from the high school Metal Trades program. Students who can document mastery of these competencies should not receive duplicate instruction. Students who cannot demonstrate mastery will be required to do so.
PROGRAM DESCRIPTION: The **Welding and Cutting Technology** curriculum is designed to prepare the student for entry level employment in the field of welding and cutting.

*Optional: Work-Based Learning WLB 191(1-3), 192(1-3)

Effective Fall 2007, the Welding Admission Policy of admitting students who do not have a high school diploma or GED will be removed from the catalog.

Page 180 – The following Academic Courses Descriptions have been changed:

BAD 2533 — Business Management and Microcomputers (Prerequisite: Keyboarding skills).
An introduction to microcomputers and the software packages used in business including word processing, spreadsheets, database management, computerized accounting, and electronic communication. Two lectures. Two hours laboratory. Three hours credit.

BIO 1324 – Botany II has been removed from the catalog.

BIO 2514 — Human Anatomy and Physiology I (Prerequisite: MAT 1203 or higher or Placement Score for MAT 1233 or higher.)
An anatomical and physiological study of the human body including a study of tissues and the following organ systems: integumentary, skeletal, muscular, nervous, sensory, and endocrine. Each system is considered in detail regarding structure, function, and possible clinical applications. Three lectures. Two hours laboratory. Four hours credit.

BOA 1413 —Keyboarding.
This course will develop basic keyboarding skills using the touch method and introduce document production techniques using word processing functions. Three lectures. Three hours credit.

ECO 2113 — Principles of (Macro) Economics (Prerequisite: MAT 1203 or higher or Placement Score for MAT 1233 or higher).
Introductory macroeconomics. Topics to be covered include full enterprise principles, institutions, policies, monetary system, national income, employment, output, inflation, income theory, and measurement. Three lectures. Three hours credit.

ECO 2123 — Principles of (Micro) Economics (Prerequisite: MAT 1203 or higher or Placement Score for MAT 1233 or higher).
An introduction to Microeconomics. Topics covered include supply and demand pricing and output, income distribution, factor pricing, and international trade. Three lectures. Three hours credit.

ENG 2133 — Creative Writing I (Prerequisite: ENG 1113).
Students will write in various genres: poetry, short fiction, drama, and essay. Three lectures. Three hours credit.

ENG 2143 — Creative Writing II (Prerequisite: ENG 2133).
Continuation of ENG 2133. Students will write in various genres: poetry, short fiction, drama, and essay. Three lectures. Three hours credit.

ENG 2223 — American Literature I (Prerequisite: ENG 1113).
A study of the literary history of the United States from its beginning to the 1860's. Historical, political, and imaginative works of writers such as Winthrop, Bradstreet, Franklin, Jefferson, Poe, and Hawthorne are examined. Three lectures. Three hours credit.

ENG 2233 — American Literature II (Prerequisite: ENG 1113).
A study of literary history of the United States from the 1860's to the present. Representative works of Writers including Twain, Eliot, Faulkner, and Hemingway are examined. Three lectures. Three hours credit.

ENG 2323 — English Literature I (Prerequisite: ENG 1113).
A survey of major English poetry and prose from Beowulf through selected writings of the Eighteenth Century (700-1885 approximately). The works are examined in terms of themes, literary techniques and traditions, and history. Individual representative writers such as Chaucer, Shakespeare, Milton, and Swift are included. Three lectures. Three credit hours.

ENG 2333 — English Literature II (Prerequisite: ENG 1113).
A survey of major English poetry and prose from the age of Romanticism (approximately 1785) to the present. Individual representative writers such as Blake, Wordsworth, Hopkins, Yeats, and James Joyce are included. The works are examined in terms of themes, literary techniques and traditions, and history. Three lectures. Three hours credit.

ENG 2423 — World Literature I (Prerequisite: ENG 1113).
Selected major works which reflect both Eastern and Western cultures from the beginnings of written literature through the Medieval and Renaissance Ages, with emphasis on folk and literary epics of various countries and periods. Three lectures. Three hours credit.

ENG 2433 — World Literature II (Prerequisite: ENG 1113).
A continuation of ENG 2423. Selected world writings and major works from the Neoclassic period to the present. Three lectures. Three hours credit.

FCS 1253 — Nutrition in Health Care (Prerequisite: MAT 1203 or higher or Placement Score for MAT 1233 or higher).
This course is a study of nutrients required for normal growth and applied to the selection of food for ingestion, metabolic process of digestion, assimilation and absorption. Three lectures. Three credit hours.

HPR 1111, 1121, 2111, 2121 — General P.E. Activities I, II, III, IV.
This course is designed to give students a modern concept of physical education and recreation by Developing body skills. Credit for this activity will be given to Cheerleaders and Dazzlers. Four practice sessions. One hour credit.

HPR 1131, 1141, 2131, 2141 — Varsity Sports I, II, III, IV.
Participation in basketball (4), football (4), softball (4), cross-country (2), track (2), baseball (4), tennis (2), golf (2), or soccer (4). Open by invitation of instructor. Four practice sessions. One hour credit.

MUA 1511, 1521, 2511, 2521 — Class Piano I, II, III, IV.
Remove: One lesson. Three hours practice. Replace with: Lab-based instruction. One hour credit.

MUA 1572, 1582, 2572, 2582 — Piano for Music Majors I, II, III, IV.
One hour private instruction. Six hours practice. Two hours credit.

MUA 1711, 1721 — Class Voice I, II.
For Piano majors only. One lesson. Three hours practice. One hour credit.

MUO 1141, 1151, 2141, 2151 — Small Band Groups I, II, III, IV.
Two practice sessions. One hour credit.

MUO 1171, 1181, 2171, 2181 — Jazz Band I, II, III, IV.
Two practice sessions. One hour credit.

MUS 1113 (Honors) – Music Appreciation is removed from the catalog.

MUS 1214, 1224, 2214, 2224 — Music Theory I, II, III, IV (Prerequisite: Minimum score of 35 on Music Theory Placement Test is recommended for MUS 1214. Minimum grade of "C" in each class to progress to the next level). Music Theory sequence must progress simultaneously with Piano I,II, III, & IV as well as with the applied lesson.
Chord recognition and part writing. Diatonic intervals, major and minor triads, rhythmic and melodic patterns. Correlated keyboard harmony and dictation. Sight singing in bass and treble clefs. Three lectures. Two hours laboratory. Four hours credit.

NUR 1311—Nursing Transition Laboratory.
A laboratory course designed to assist the LPN in synthesizing information in the areas of physical assessment, nursing process, intravenous administration and drug calculations. Three laboratory hours. One hour credit.

NUR 2123 — Pharmacology (Prerequisite: NUR 1229, NUR 1226, or 1326).
This course is designed to enhance the student's understanding and application of pharmacological principles. Commonly used drugs will be studied and classified according to action and therapeutic use. Emphasis will be placed on the nursing process with patient teaching. Three lectures. Three hours credit.

Page 210 – The following Technical Courses have been changed:

ATT 1114--Electrical Systems is removed from the catalog.

Added:
ATT 1124-Basic Electrical/Electronic Systems
This is a course designed to provide advanced sills and knowledge related to all components of the vehicle electrical system including lights, battery, and charging components. (Two lecture. Four hours laboratory. Four hours credit.)

Added:
ATT 1134-Advanced Electrical/Electronic Systems
This is a course designed to provide advanced skills and knowledge related to all components of the vehicle electrical system including gauges, driver information systems, horn, wiper/wiper systems, and accessories. (Two lectures. Four hours laboratory. Four hours credit.)

ATT 1314 — Manual Drive Trains/Transaxles.
A course to provide advanced skills and knowledge related to the maintenance and repair of manual transmissions, transaxles and drive train components. Includes instruction in the diagnosis of drive train problems and the repair and maintenance of transmissions, transaxles, clutches, CV joints, differentials and other components. Two lectures. Four hours laboratory. Four hours credit.

ATT 1424 — Basic Engine Performance I.
A course to provide advanced skills and knowledge related to the maintenance and adjustment of gasoline engines for optimum performance. Includes instruction and practice in the diagnosis and correction of problems associated with poor performance. Two lectures. Four hours laboratory. Four hours credit.

ATT 1513 Basic Fuel Systems is removed from the catalog.

Added:
ATT 1811 Introduction, Safety, and Employability Skills.
This is a course designed to provide knowledge of classroom and lab policies and procedures. Safety practices and procedures associated with the automotive program and automotive industry. One lecture. One hour credit.

Added:
ATT 2325 Automatic Transmissions/Transaxles.
This is a course designed to provide skills and knowledge related to the diagnosis of automatic transmissions and transaxles. Includes instruction and practice of testing, inspecting, and repair of these devices. (Two lectures. Six hours laboratory. Five hours credit.)

ATT 2343 Wheel Alignment is removed from the catalog.

Added:
ATT 2434 Engine Performance II.
This is a course designed to provide advanced skills and knowledge related to the ignition system, fuel, air induction, and exhaust systems. It includes instruction, diagnosis, and correction of problems associated within these areas. (Two lectures. Four hours laboratory. Four hours credit.)

Added:
ATT 2444 Engine Performance III
This is a course designed to provide advanced skills and knowledge related to the emissions control systems and engine related service. It includes instruction, diagnosis, and correction of problems associated within these areas. (Two lectures. Four hours laboratory. Four hours credit.)

ATT 2524 Computer Controlled Emission Systems is removed from the catalog.

ATT 2535 Computerized Engine Controls is removed from the catalog.

BOT 1133 — Microcomputer Applications.
This course will introduce an operating system and word processing, spreadsheet, database management, and presentation software applications. Two lectures. Two hours laboratory. Three hours credit.

BOT 1143 — Word Processing (Prerequisites: BOT 1133& BOT 1113).
This course focuses on production of documents using word processing functions. Production with accuracy is stressed and practice is given through a variety of documents for skill building. Two lectures. Two hours laboratory. Three hours credit.

BOT 1813 — Electronic Spreadsheet (Prerequisites: BOT 1313 and BOT 1133).
This course focuses on applications of the electronic spreadsheet as an aid to management decision making. Two lectures. Two hours laboratory. Three hours credit.

BOT 2133 — Desktop Publishing (Prerequisite: BOT 1143).
This course presents graphic design techniques, principles of page layout and design, and electronic publishing terminology and applications to create a variety of documents such as flyers, brochures, newsletters, and business cards using advanced features of word processing software. Two lectures. Two hours laboratory. Three hours credit.

BOT 2323 — Database Management (Prerequisite: BOT 1133).
This course applies database concepts for designing and manipulating data files and formatting output as complex documents and reports. Two lectures. Two hours laboratory. Three hours credit.

BOT 2413 — Computerized Accounting (Prerequisites: BOT 1433 or ACC 1213).
This course applies basic accounting principles using a computerized accounting system. Two lectures. Two hours laboratory. Three hours credit.

BOT 2743 — Medical Office Concepts (Prerequisite: BOT 1113).
This course will provide coverage and integration of medical office skills and issues. Problem solving will be emphasized. Two lectures. Two hours laboratory. Three hours credit.

BOT 2753 — Medical Information Management (Prerequisites: BOT 2743).
This course will continue coverage of medical office issues with emphasis on health insurance filing. Two lectures. Two hours laboratory. Three hours credit.

BOT 2773 — CPT Coding (Prerequisites: BOT 1613 and BOT 1623).
This course is an introduction to the field of procedural coding and requirements for insurance reimbursement. Two lectures. Two hours laboratory. Three hours credit.

BOT 2783 — ICD Coding (Prerequisites: BOT 1613 and BOT 1623).
This course is an introduction to the field of diagnostic coding. Two lectures. Two hours laboratory. Three hours credit.

BOT 2813 — Business Communication (Prerequisites: BOT 1713 and BOT 1113).
This course develops communication skills with emphasis on principles of writing business correspondence and reports, and preparing presentations using electronic media. Three lectures. Three hours credit.

BOT 2823—Communication Technology (Prerequisite: BOT 1143).
This course will present an overview of the resources available for on-line communication using current technology. Two lectures. Two hours laboratory. Three hours credit.

BOT 2833—Integrated Computer Applications. (Prerequisites: BOT 1143, BOT 2323, & BOT 1813).
This course integrates activities using applications software including word processing, database, spreadsheet, graphics and multimedia. Two lectures. Two hours laboratory. Three hours credit.

CNT 1624 — Network Administration Using Microsoft Windows Server (Prerequisite: CNT 1634).
This course focuses on the management of a computer network using the Microsoft Windows Server Network operating system. Emphasis will be placed on daily administrative tasks performed by a network administrator. Two lectures. Four hours laboratory. Four hours credit.

CNT 1654 — Network Administration Using Linux.
This course focuses on the management of a computer network using the Linux network operating system. Emphasis will be placed on daily administrative tasks performed by a network administrator. Two lectures. Four hours laboratory. Four hours credit.

CNT 2423 — System Maintenance.
This course covers the diagnosis, troubleshooting, and maintenance of computer components. Topics Include hardware compatibility, system architecture, memory, input devices, video displays, disk drives, modems, and printers. Two lectures. Two hours laboratory. Three hours credit.

CNT 2644 — Advanced Network Administration Using Microsoft Windows Server (Prerequisites: CNT 1624).
This course is a continuation of Network Administration Using Microsoft Windows Server. Emphasis is placed on installation, configuration, and implementation of a functional Windows Server. Two lectures. Four hours laboratory. Four hours credit.

CPT 2244 — Database Programming (Prerequisite: CPT 2434).
This course will introduce programming using a database management software application. Emphasis will be placed on menus and file maintenance. Two lectures. Four hours laboratory. Four hours credit.

EMT 1315— Airway Management and Ventilation. (Corequisite: EMT 1122 & BIO 2524)
This course will provide the student with the essential knowledge to attain a patient airway and managing the respiratory system using advanced techniques. Two hours lecture. Six hours laboratory. Five hours credit.

EMT 1415 — Patient Assessment (Corequisite: EMT 1122 & BIO 2524).
This course will teach comprehensive history taking and physical exam techniques. Two hours lecture Six hours laboratory. Five hours credit.

EMT 1513 — EMS Clinical Internship I (Corequisite: EMT 1122, EMT 1315, and EMT 1415).
This course will provide clinical training on the skills and knowledge obtained in the classroom and laboratory. This will be a supervised activity carried out in the clinical setting at approved sites. Nine hours clinical. Three hours credit.

EMT 2412 — Prehospital OB/GYN (Prerequisites: All 1st semester courses).
This course will provide a detailed understanding of the anatomic structures, physiology, and pathophysiology encountered when providing care in child emergencies. One lecture. Two hours laboratory. Two hours credit.

ENT 1613 — Architectural Design I (Prerequisite: GRA 1143 or ENT 1113 & ENT 1313).
This course is a study and development of architectural design principles for a residential structure. One lecture. Four hours laboratory. Three hours credit.

ENT 2153 — Civil Drafting (Prerequisite: ENT 1323).
Course dealing with basic principles of surveying and the development of topographical maps. Two hours lecture. Two hours laboratory. Three hours credit.

ENT 2343 — Advanced CAD (Prerequisite: ENT 1323).
A continuation of Intermediate CAD. Emphasis is placed on the user coordinate system and 3D modeling. One lecture. Four hours laboratory. Three hours credit.

ENT 2443—Principles of Manufacturing Management.
This course will include a study of manufacturing processes and materials. A problem solving approach will be sued, emphasizing the context of the manufacturing business and the complexities to be addressed. One lecture. Five hours laboratory. Three hours credit.

ENT 2913 — Special Project (Prerequisite: Consent of Instructor).
A course designed to provide the student with practical application of skills and knowledge gained in other drafting courses. The instructors work closely with the student to insure that the selection of a project will enhance the student's learning experience. One lecture. Four hours laboratory. Three hours credit.

FOT 291 (1-6) – Internship for Specialization has been removed from the catalog.

LET 1113 Legal Systems and Terminology.
This course provides an overview of major principles and functions of the state and federal legal systems, introduces various legal fields for professional opportunities, presents legal vocabulary, gives an overview of different areas of law, and presents ethics. Three lectures. Three hours credit.

LET 1213 Legal Research (Prerequisite: LET 1113).
This course is an introduction to basic sources of law and the methods of legal research, including ethics. Two lectures. Two hours laboratory. Three hours credit.

LET 1513 Family Law.
This course is a study of the areas of law pertaining to domestic relations, emphasizing ethics. Three hours lecture. Three hours credit.

LET 1523 Wills and Estates.
This course is an introduction to the laws of inheritance and estates, basic concepts of estates and wills, probate procedures, and preparation of documents while emphasizing ethics. Three lectures. Three hours credit.

LET 1713 Legal Writing.
(Prerequisite: LET 1213) This course includes composition of legal communications, briefs, memoranda, and other legal documents with an emphasis on ethical considerations. Two hours lecture. Two hours laboratory. Three hours credit.

LET 2313 Civil Litigation I. (Prerequisite: LET 1113, LET 1213).
This course is designed to study the litigation process. Emphasis is on the structure of the Mississippi Court System and on gathering information and evidence, summarizing and arranging materials, maintaining docket and file control, developing a litigation case, and interviewing clients and witnesses, using ethical standards. Two lectures. Two hours laboratory. Three hours credit.

LET 2323 Torts. (Prerequisite: LET 1113).
This course provides instruction in the area of law which deals with private and civil wrongs and injuries as distinguished from breach of contract. Concentrates on the elements of a tort, types of torts, damages, remedies, and ethics. Three lectures. Three hours credit.

LET 2333 Civil Litigation II. (Prerequisite: LET 2313).
This course is designed to continue the study of the litigation process from discovery through appeal. Two lectures. Two hours laboratory. Three hours credit.

LET 2453 Real Property I.
This course is an introduction to real property law including ownership and transfer, employing ethics. Three lectures. Three hours credit.

LET 2463 Real Property II. (Prerequisite: LET 2453).
Examine legal documents related to real property as recorded in the chancery clerk's office, the tax assessor's office, and the circuit clerk's office and compile a title abstract. Two hours lecture. Two hours laboratory. Three hours credit.

LET 2523 Bankruptcy Law. (Prerequisite: LET 1113)
This course is an introduction to federal bankruptcy law. Emphasis is placed on federal bankruptcy statutes, chapters and forms. Three lectures. Three hours credit.

LET 2633 Law Office Management. (Prerequisite: LET 1113)
This course provides practical application of daily legal office skills needed in the legal field, professional enrichment presentations, history of the profession, professional ethics through fact analysis, and an overview of law office management. Three hours lecture. Three hours credit.

LET 2913 Special Problem in Paralegal Technology. (Prerequisite: LET 1213).
A course to provide students with an opportunity to utilize skills and knowledge gained in other Paralegal Technology courses. The instructor and student work closely together to select a topic and establish criteria for completion of the project. Six hours laboratory.

LET 2923 Internship for Paralegal.
Supervised practical experience in a private law office, courts, government offices, or businesses. Provides students the opportunity to apply theory presented in the classroom in a supervised work setting. (135 clock hours supervised work experience minimum). Three hours credit.

MST 1114 — Power Machinery I.
Two lectures. Four hours laboratory. Four hours credit.

MST 1124 — Power Machinery II (Prerequisite MST 1114).
Two lectures. Four hours laboratory. Four hours credit.

Page 249 – The following Career Courses have been changed:

WLV 1116 — Shielded Metal Arc Welding I (SMAW).
This course is designed to teach students welding techniques using E-6010 electrodes. One lecture. Ten hours laboratory. Six hours credit.

WLV 1124 — Gas Metal Arc Welding (GMAW).
This course is designed to give the student experience in various welding applications with the GMAW. welder including short circuiting and/or pulsed transfer. One lecture. Six hours laboratory. Four hours credit.

WLV 1136 — Gas Tungsten Arc Welding (GTAW).
This course is designed to give the student experience in various welding applications with the GTAW. process. One lecture. Ten hours laboratory. Six hours credit.

WLV 1171 — Welding Safety, Inspection, and Testing Principles.
This course is designed to give the student experience in safety procedures, inspection and testing of welds. Two hours laboratory. One hour credit.

WLV 1232— Drawing and Welding Symbol Interpretation.
This course is designed to give the student experience in reading welding symbols and drawings. One lecture. Two hours laboratory. Two hours credit.

WLV 1912 — Special Problems in Welding and Cutting Technology.
A course to provide the student with an opportunity to utilize skills and knowledge gained in other welding and cutting technology courses. The instructor and student work closely together to select a topic and establish criteria for completion of the project. Four hours laboratory. Two hours credit.

CAMPUS SERVICES AND RESOURCES

Goodman Campus

Absenses	Instructor, Lilly Austin or Sue Ellen Stubbs	McDaniel Hall 8
ACT Testing	Joanna Spell	McDaniel Hall 4
Admissions	Patsy Rogers	Administration Bldg.
Athletics	Hugh Shurden	Coliseum
Books & P.O. Box	Caroline Wilson	Student Center
Career Center	Nancy Schroeder	McDaniel Hall 1
Clubs & Organizations	Ceressa Sims	McDaniel Hall 12
Counseling Academic	Leslie Spell	McDaniel Hall 9
Counseling Vocational	Counselor	Career Tech. Bldg.
Counseling Student Support	Linda Alexander	McDaniel Hall 2
Services	Reginald Castilla	McDaniel Hall 2
Course Planning	Counselor or Faculty Advisor	
Diplomas	Brenda Melton	Administration Bldg.
Disability Services	Andy Wood	McDaniel Hall 4
Distance Learning	Tish Stewart	McDaniel Hall 5 & 6
Drop or add a course	Faculty Advisor & Instructor	
Evening Courses	Lilly Austin or Sue Ellen Stubbs	McDaniel Hall 8
Expenses, Fines, Etc.	Business Office	Administration Bldg.
Faculty Advisors	Lilly Austin or Sue Ellen Stubbs	McDaniel Hall 8
Financial Aid	Jim Haffey	Administration Bldg.
Graduation Evaluation	Apply On Holmes website	www.holmescc.edu
Housing	Terry Fancher	McDaniel Hall 3
Intramural Sports	Fitness Center	Coliseum
Lost and Found	Joanna Spell	McDaniel Hall 4
Online Classes	Tish Stewart or Tina Boyette	McDaniel Hall 5 & 6
Parking Decals	Joanna Spell	McDaniel Hall 4
Personal& Social Concerns	Leslie Spell	McDaniel Hall 9
Publications& Publicity	Steve Diffey	Social Science Bldg.
Requirements for Degree	Fran Cox	McDaniel Hall 7
Rules and Regulations	Andy Wood	McDaniel Hall 4
Scholarships Academic	Lynn Wright	Administration Bldg.
Scholarships Foundation	Jim Haffey	Administration Bldg.

Scholarships Athletic	Coaches' Office	Coliseum
Scholarships Music/Dance	Fine Arts Dept.	Fine Arts Bldg.
Student Elections	Ceressa Sims	McDaniel Hall 12
Student I.D.	Terry Fancher	McDaniel Hall 3
Student I.D. Replacement	Terry Fancher	McDaniel Hall 3
Study Problems	Faculty Advisor, Instructor,	
	Counselor or	McDaniel Hall 9
	Student Support Services	McDaniel Hall 1
Suspension & Probation	Lynn Wright	Administration Bldg.
Theft	Andy Wood or	McDaniel Hall 4
	Campus Police	
Traffic Ticket Problem	Andy Wood	McDaniel Hall 4
Transcripts	Polly Cain	Administration Bldg.
Veterans' Affairs	Sue Ellen Stubbs	McDaniel Hall 8
Withdrawal/Dorm	Dorm Supervisor	Dormitory
Withdrawal/School	Lilly Austin or	McDaniel Hall 8
	Sue Ellen Stubbs	
Withdrawal/Class	Faculty Advisor	
Work Study	Jim Haffey	Administration Bldg.

Ridgeland Campus

Absenteeism	Pamela Fells, Rose Canterbury, or Faculty Advisor
Admissions	Pamela Fells, Rose Canterbury, or Admissions Office
Ambassadors	Rose Canterbury
Books	Bookstore
Clubs/Organizations	Rose Canterbury or Pamela Fells
Counselor	Rose Canterbury or Pamela Fells
Course Planning	Pamela Fells, Rose Canterbury, or Faculty Advisor Drop or
Add Courses	Rose Canterbury or Pamela Fells
Emergencies	Joe Adams, Wayne Watkins or Joye Jones
Expenses	Business Office
Financial Aid	Careshia Parnell
General Information	Administrative Office
Graduation	Joe Adams, Wayne Watkins, Pamela Fells, Rose Canterbury or Joye Jones
Homecoming Elections	Pamela Fells
Lost and Found	Administrative Office
Lost ID Card	Deb Sample
Evening Courses	Joe Adams, Wayne Watkins or Joye Jones
Parking Decal	Business Office
Personal and Social Concerns	Rose Canterbury or Pamela Fells
Publications and Publicity	Joe Adams
Requirements for Degrees	Rose Canterbury, Pamela Fells, or Faculty Advisor
Rules and Regulations	Joe Adams, Wayne Watkins or Joye Jones
Scheduling Student Activities	Joe Adams
Scholarships	Rose Canterbury, Pamela Fells, or Administration
Senior College and Transfers	Rose Canterbury, Pamela Fells, or Faculty Advisor
Student Elections	Rose Canterbury or Deb Sample
Student Government	Deb Sample
Study Problems	Rose Canterbury or Pamela Fells
Summer School/Day and Evening	Joe Adams, Wayne Watkins, or Joye Jones

Traffic Ticket	Joe Adams, Wayne Watkins or Joye Jones
Transcript	Receptionist
Theft	Joe Adams, Wayne Watkins or Joye Jones
Veterans' Affairs	Joy Kellum
Withdrawal from School/Class	Rose Canterbury, Pamela Fells, Martha Norris, or Linda McCollum
Work Study	Business Office

Grenada Center

Absences	Jack Holmes or Instructor
Admissions	Rosemarie Poyner
Bills	Angela Bailey
Books	Bookstore
Clubs / Organizations	Michelle Burney
Counselor	Michelle Burney
Course Planning	Michelle Burney or Faculty Advisor
Drop or Add Courses	Faculty Advisor and Instructor
Financial Aid	Angela Bailey
General Information	Administrative Office
Graduation	Jack Holmes or Michelle Burney
Lost and Found	Elaine Boyle
Lost ID	Rosemarie Poynor
Night Courses	Jack Holmes or Michelle Burney
Parking Decal	Angela Bailey
Personal and Social Concerns	Michelle Burney
Publications and Publicity	Jack Holmes
Requirements for Degrees	Jack Holmes, Liz Wilson, Michelle Burney or Faculty Advisor
Rules and Regulations	Jack Holmes
Scheduling Student Activities	Michelle Burney
Senior College and Transfers	Michelle Burney
Student Elections	Michelle Burney
Study Problems	Michelle Burney or Faculty Advisor
Summer School	Michelle Burney or Jack Holmes
Traffic Ticket	Jack Holmes
Transcript	Rosemarie Poynor
Veterans' Affairs	Angela Bailey
Withdrawal from School Class	Michelle Burney
Withdrawal from Class	Faculty Advisor and Instructor
Work Study	Angela Bailey

I certify that the above amendment is true and correct in content and in policy.

Fran Cox

Dr. Fran Cox, Vice President for Academic Program **Date : June 23, 2006**